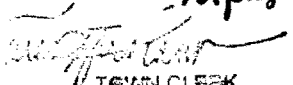


RECEIVED
STAFFORD, CT

Board of Finance, Town of Stafford
Veteran's Meeting Room
Regular Meeting
July 29, 2019 7 PM

2019 AUG -5 P 12: 23
12 pages

TOWN CLERK

Board Members Present: Francis Moriarty, Tony Pellegrino
Board Members Absent: Brian Bagley, Gary Fisher, Jane Slater, David Walsh
Board Alternates Present: Steven Geryk, Conrado Ulloa
Board Alternate Absent: Richard Shuck

Also in attendance were First Selectman Mary Mitta, CFO Lisa Baxter, Library Director Chris Frank, and member of the Library Board.

1) **CALL MEETING TO ORDER**

Acting Chair Francis Moriarty called the meeting to order at 7:05 PM.

2) **ESTABLISH A QUORUM**

Upon motion of Mr. Pellegrino and seconded by Mr. Moriarty, the Board voted unanimously to seat alternate members Steven Geryk and Conrado Ulloa. A quorum was established.

3) **APPROVE MINUTES OF MAY 20, 2019 REGULAR MEETING**

Upon motion of Mr. Pellegrino and seconded by Mr. Fisher, the Board unanimously approved the minutes from the May 20, 2019 regular meeting.

4) **TRANSFERS**

CFO Lisa Baxter distributed to the Board the transfer requests for approval for fiscal year 2018/2019.
(See attached)

Discussions concerning the transfers included tree removal costs, dramatically increased recycling removal fees, increasing transfer station fees to further cover costs; and replacing fencing at Town owned fields.

Upon motion of Mr. Pellegrino and seconded by Mr. Ulloa, the Board unanimously approved to send to a Town Meeting the transfer request of \$79,000 from the General Fund Cash Balance to line item 20-241-7400 (constable reimbursement)

Upon motion of Mr. Pellegrino and seconded by Mr. Ulloa, the Board voted unanimously to approve all other transfer Requests presented this evening.

Library Director Chris Frank explained to the Board the Library's need to upgrade to a new phone system as the Current system is obsolete. It was recommended by the Town IT Coordinator to purchase the same system as the Town Hall.

Upon motion of Mr. Pellegrino and seconded by Mr. Geryk, the Board voted unanimously to approve the Library Board transfer request of \$8196.00 into Capital Equipment from multiple line items. (see attached)

5) **ADJOURNMENT**

Upon motion of Mr. Pellegrino and seconded Mr. Ulloa, the Board unanimously voted to adjourn at 7:40.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Erin Kirchhoffer". The signature is fluid and cursive, with a prominent initial "E".

Erin Kirchhoffer

Recording Secretary, Board of Finance

Account Number	Description	7/22/2019 Negative Balance	Transfers per BOS Meeting 6/04/2019 6/18/2019	From Account Number	Description	Transfers Needed BOS	From Account Number	Description
IT:								
20-115-1002	IT Coordinator	(1,286.94)				1,286.94	20-670-9971	Special Revenue Comp Fund Transfer
20-115-1004	Computer Replacement	(30.86)				30.86	20-200-4900	Town Hall Miscellaneous
20-115-1005	Software/Computer Service	(616.60)				616.60	20-200-4900	Town Hall Miscellaneous
ASSESSOR'S OFFICE:								
20-140-1100	Salary/Administrative	(1,023.44)				1,023.44	20-670-9971	Special Revenue Comp Fund Transfer
TREASURER'S OFFICE:								
20-170-1100	Salary/Administrative	(1,332.32)				1,332.32	20-670-9971	Special Revenue Comp Fund Transfer
20-170-5100	Office Supplies	(62.15)				62.15	20-170-3500	Software Contracted Services
20-180-1000	Legal Service	(2,658.20)						
BUILDINGS:								
20-200-1100	Building Maintenance Salaries	(13,624.33)				13,624.33	20-670-9971	Special Revenue Comp Fund Transfer
20-200-4102	Utilities:Water	(1,269.15)				1,270.00	20-200-4100	Utilities:Electricity
20-200-4500	Telephone	(1,682.32)				1,604.76	20-200-3805	Plumbing & Electrical - Cont. Educ
20-200-4600	HVAC/Plumbing Electrical	(1,992.02)	5,000.00	20-200-4650		78.00	20-200-4510	Alarm Monitoring Fees
FIXED CHARGES								
20-210-2015	Fica/Medicare	(38,887.45)				38,887.45	20-210-2030	Group Health & Life
20-210-2025	Unemployment Compensation	(55.00)				55.00	20-210-2030	Group Health & Life
20-240-1122	Part-Time Animal Control Officer	(439.50)				439.50	20-670-9971	Special Revenue Comp Fund Transfer
20-240-4400	Tree Warden:Planting, REM	(6,395.96)				6,395.98	Cash Fund Balance	
20-240-8242	Alert System	(1,000.00)				1,000.00	20-200-4900	Town Hall Miscellaneous
POLICE DEPARTMENT:								
20-241-1150	Payroll Police Department	(7,940.22)				7,940.22	20-670-9971	Special Revenue Comp Fund Transfer
20-241-1500	Constable Reimbursement	(78,497.61)	79,000.00	Cash Fund Balance	(Constable Reimbursement Revenue is up:146K			
20-241-1520	Uniform Allowance	(945.05)	850.00	20-241-1520	Constable Training			
20-241-3320	Repair & Maint Vehicles	(5,027.15)	5,020.00	20-241-1515	Community Patrol Augmentation			
20-241-3400	Vehicle Lease /Purchase	(34.03)	35.00	20-241-4500	Telephone			
20-241-5100	Office Supplies	(39.68)				40.00	20-241-4500	Telephone
20-241-7400	Police Equipment	(2,190.07)	14,000.00	20-241-1131	Part-Time			
			1,360.00	20-241-1515	Community Patrol Augmentation			
FIRE MARSHALL:								
20-248-1115	Fire Marshall	(1,128.03)				1,128.03	20-670-9971	Special Revenue Comp Fund Transfer
20-248-5320	Vehicle Gas & Oil	(116.14)				120.00	20-248-7410	Uniforms & Equipment
20-248-6100	Misc. Dues & Fees	(29.10)				40.00	20-248-7410	Uniforms & Equipment
BUILDING DEPT:								
20-270-3200	Legal Service	(5,531.53)	5,200.00	Cash Fund Balance		350.00	Cash Fund Balance	
20-270-3304	Copier Fees	(162.07)	200.00	20-270-5100	Office Supplies			
TRANSFER STATION:								
20-280-1160	Salaries: Transfer Station	(5,912.26)				5,912.26	20-670-9971	Special Revenue Comp Fund Transfer
20-280-1166	Part Time & OT	(2,076.34)				2,076.34	20-300-1170	Highway Salaries
20-280-4125	Trash Disposal	(18,539.83)				9,627.15	20-300-1520	Uniform Allowance
						8,912.68	20-280-3301	Equipment Repair
HIGHWAY DEPT:								
20-300-3310	Hgwy Garage: Equip & Supp	(2,194.96)				2,194.96	20-300-5600	Road Maintenance
20-300-4500	Telephone	(1,142.41)				1,142.41	20-300-5600	Road Maintenance
20-300-5200	Travel Expense	(155.00)				155.00	20-300-5600	Road Maintenance
20-300-5320	Vehicle Gas & Oil	(40.36)				40.36	20-300-5600	

Account Number	Description	7/22/2019 Negative Balance	Transfers per BOS Meeting 6/04/2019 6/18/2019	From Account Number	Description	Transfers Needed BOS	From Account Number	Description
RECREATION:								
20-320-4100	Utilities:Electricity	(1,179.07)				2,000.00	7/22/2019	No TRANSFER NECESSARY
20-320-8350	Other Programs	(106.50)		NO TRANSFER	Received Check from Little League	106.50	20-320-5610	Summer Prog. Equip & Supplies
PARKS DEPT:								
20-330-1160	Overtime: Park Dept	(5,720.28)				5,720.28	20-300-1170	Highway Salaries
20-330-1171	Salaries: Park Dept	(6,292.00)				6,292.00	20-300-1170	Highway Salaries
20-330-4100	Utilities:Electricity/Sani	(389.31)				389.31	20-330-5103	Field Marking Paint
20-330-5100	Office Supplies	(9.88)				9.88	20-330-5103	Field Marking Paint
20-330-8108	Maintenance of Structures	7,050.00				4,100.00	20-320-1009	Custodial Services
						1,050.00	20-320-1015	Summer Prog: Transportation
						1,900.00	20-320-5610	Summer Prog: Supplies
20-330-3311	Parks Equip Repair	1,734.30				1,734.30	20-330-1004	Summer Help
HOLIDAYS:								
20-345-8425	Other Community Activities	(182.10)				183.00	20-345-8415	Christmas
CONSERVATION COMMISSION:								
20-380-5800	Reference Books		35.81	20-380-5100	Office Supplies			
COMMUNITY CENTER:								
20-505-1100	Salary Administrative	(388.79)				388.79	20-670-9971	Special Revenue Comp Fund Transfer
20-505-1140	Onsite POS:Congregate Meals	(2,136.97)	983.04	20-505-3330	Maintenance			
			784.08	20-505-4125	Trash Disposal			
			911.49	20-505-4500	Telephone			
			600.00	20-505-6100	Professional Dues & Fees			
20-505-3510	Transportation (All Programs)	(2,547.23)	1,100.00	20-505-1004	Social Services Salary			
			2,795.28	20-505-3990	Miscellaneous			
			438.00	20-505-5120	Supplies			
			100.00	20-505-6100	Professional Dues & Fees			
20-505-4102	Utilities:Water	(419.85)				419.85	20-505-4100	Utilities:Electricity
20-505-4580	Cable Expense	(512.44)	512.44	20-505-7410	Capital Equipment			
STAFFORD FAMILY SERVICES:								
20-510-1012	Salaries:Family Services	(6,146.07)				6,146.07	20-670-9971	Special Revenue Comp Fund Transfer
20-510-1017	Medical Director	(3,450.00)	1,750.00	20-510-3500	Computer Services	1,700.00	20-510-1017	Medical Prescriber
20-510-1018	Medical Prescriber		2,800.00	20-510-3500	Computer Services			
20-510-3506	Billing Services	(3,931.25)	2,800.00	20-510-1016	Clinical Supervisor			
			1,000.00	20-510-4100	Utilities:Electricity			
			131.25	20-510-4125	Trash Disposal			
20-510-4500	Telephone	(178.61)				178.61	20-510-1017	Medical Prescriber
SDE								
20-515-3501	Family Therapy	(86.00)	86.00	20-515-4500	Telephone			
20-515-5100	Office Supplies	(1.72)	1.72	20-515-4500	Telephone			
20-515-6100	Dues & Fees	(27.25)	27.25	20-515-4500	Telephone			
DMHAS								
20-520-3501	Family Therapy	(9.00)	9.00	20-520-5100	Office Supplies			
20-520-3801	Training	(6.90)	6.90	20-520-5100	Office Supplies			
	Total	(228,995.02)						

Transfer Requests

6-4-2019

Conservation Commission

Conservation Commission

FROM:	TO:	AMOUNT:
20-380-5100 (Office supplies)	20-380-5800 (Reference books)	35.81

Family Services

Family Services

FROM:	TO:	AMOUNT:
20-510-3500 (computer services)	20-510-1017 (Medical Director)	1,750
20-510-3500 (Computer Services)	20-510-1018 (Medical Prescriber)	2,800

SDE Grant

SDE Grant

FROM:	TO:	AMOUNT:
20-515-4500 (Telephone)	20-515-3501 (Family Therapy)	86.00
20-515-4500 (Telephone)	20-515-6100 (Dues & Fees)	27.25

DMHAS Grant

DMHAS Grant

FROM:	TO:	AMOUNT:
20-520-5100 (Office supplies)	20-520-3501 (Family Therapy)	9.00
20-520-5100 (Office Supplies)	20-520-3801 (Training)	6.90

BUILDING DEPT

BUILDING DEPT

FROM:	TO:	AMOUNT:
20-270-5100 (Office supplies)	20-270-3304 (copier fees)	200.00

20-505-4125 (trash disposal)	20-505-1140 ((Onsite congregate meals)	784.08
20-505-4500 (telephone)	20-505-1140 ((Onsite congregate meals)	911.49
20-505-6100 (prof dues & fees)	20-505-1140 ((Onsite congregate meals)	600.00

General Fund	Building Department	
FROM:	TO:	AMOUNT:
Cash balance	20-270-3200 (legal services)	5,200.00

Police Department	Police Department	
FROM:	TO:	AMOUNT:
General Fund-cash balance	20-241-7400 (constable reimbursable)	79,000 *
20-241-3801 (constable training)	20-241-1520 (uniform allowance)	950.00
20-241-1515 (community patrol augmentation)	20-241-3320 (repair & Maint)	5,020.00
20-241-1515 (community patrol augmentation)	20-241-7400 (police equip)	1,360.00
20-241-4500 (telephone)	20-241-3400 (lease purchase)	35.00
20-241-1131 (part-time)	20-241-7400 (police equipment)	14,000

* Requires Town Meeting

TRANSFERS**6-18-2019**

Family Services- SDE Grant	Family Services-SDE Grant	
FROM:	TO:	AMOUNT:
20-515-4500 (telephone)	20-515-5100 (office supplies)	1.72
Family Services	Family Services	
FROM:	TO:	AMOUNT:
20-510-1016 (Clinical supervisor)	20-510-3506 (Billing services)	2,800
20-510-4100 (Utilities: electricity)	20-510-3506 (Billing services)	1,000
20-510-4125 (Trash disposal)	20-510-3506 (Billing services)	131.25
Community Center	Community Center	
FROM:	TO:	AMOUNT:
20-505-1004 (social services salary)	20-505-3510 (transportation)	1,100.00
20-505-3990 (miscellaneous)	20-505-3510 (transportation)	2,795.28
20-505-5120 (supplies)	20-505-3510 (transportation)	438.00
20-505-6100 (prof. dues & fees)	20-505-3510 (transportation)	100.00
20-505-7410 (cap equip)	20-505-4580 (cable expense)	512.44
20-505-3330 (maint)	20-505-1140 (Onsite congregate meals)	983.04

**End of Year Transfers
FY 2018-2019**

Transfer Out	IT Technology	
From:	To:	Amount:
20-670-9971	20-115-1002	1,286.94
(spec comp)	(IT Coordinantor)	

Buildings	IT Technology	
From:	To:	Amount:
20-200-4900	20-115-1004	30.86
(misc ser)	(computer replac)	
20-200-4900	20-115-1005	616.60
(misc ser)	(software/comp ser)	

Transfer Out	Assessors Office	
From:	To:	Amount:
20-670-9971	20-140-1100	1023.44

Transfer Out	Treasurers Office	
From:	To:	Amount:
20-670-9971	20-170-1100	1,332.32
(spec comp)	(salary/admin)	

Treasurers Office	Treasurers Office	
From:	To:	Amount:
20-170-3500	20-170-5100	62.15
(software contr serv)	(office supplies)	

Transfer Out	Buildings	
From:	To:	Amount:
20-670-9971	20-200-1100	13,624.33
(spec comp)	(build main salary)	
20-200-4100	20-200-4102	1,270.00
(Electricity)	(water)	
20-200-3805	20-200-4500	1,604.76
(plumb & elect)	(telephone)	

<i>Fire Marshal</i>	<i>Fire Marshal</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-248-7410 (uniforms& eguip)	20-248-5320 (vehicle gas & oil)	120.00

20-248-7410 (uniforms& eguip)	20-248-6100 (misc dues & fees)	40.00
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	<i>Building Department</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
Cash Fund Balance	20-270-3200 (legal services)	350.00

<i>Transfer Out</i>	<i>Transfer Station</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-670-9971 (spec comp)	20-280-1160 (salary Trans Station)	5,912.26

<i>General Highways</i>	<i>Transfer Station</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-300-1170 (DPW Salaries)	20-280-1166 (Trans Station PT & OT)	2,076.34
20-300-1520 (uniform allowance)	20-280-4125 (trash disposal)	9,627.15

<i>Transfer Station</i>	<i>Transfer Station</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-280-3301 (Equip repair)	20-280-4125 (trash disposal)	8,912.68

<i>General Highways</i>	<i>General Highways</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-300-5600 (road maint)	20-300-3310 (Equip & Supply)	2,194.96
20-300-5600 (road maint)	20-300-4500 (telephone)	1,142.41
20-300-5600 (road maint)	20-300-5200 (travel expense)	155.00

20-300-5600 (road maint)	20-300-5320 (vehicle gas & oil)	40.36
Recreation Commission		
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-320-5610 (summer prog)	20-320-8350 (other programs)	106.50
General Highways		
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-300-1170 (DPW Salaries)	20-330-1160 (OT Parks)	5,720.28
20-300-1170 (DPW Salaries)	20-330-1171 (Parks salaries)	6,292.00
Parks		
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-330-5103 (field marking paint)	20-330-4100 (elect.sani)	389.31
20-330-5103 (field marking paint)	20-330-5100 (office supplies)	9.88
20-330-1004 (summer help)	20-330-3311 (parks equip repair)	1,734.30
Recreation Commission		
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-320-1009 (custodial services)	20-330-8108 (maint of structures)	4,100.00
20-320-1015 (summer prog: transportation)	20-330-8108 (maint of structures)	1,050.00
20-320-5610 (summer prog: supplies)	20-330-8108 (maint of structures)	1,900.00

<i>Holidays</i>	<i>Holidays</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-345-8415	20-345-8425	183.00
(Christmas)	(other community activities)	
<i>Transfer Out</i>	<i>Community Center</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-670-9971	20-505-1100	388.79
(spec comp)	(salarie admin)	
<i>Community Center</i>	<i>Community Center</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-505-4100	20-505-4102	419.85
(electricity)	(water)	
<i>Transfer Out</i>	<i>Family Services</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-670-9971	20-510-1012	6,146.07
(special comp)	(salaries: family Services)	
<i>Family Services</i>	<i>Family Services</i>	
<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-510-1017	20-510-1017	1,700.00
(med presc)	(med director)	
20-510-1017	20-510-4500	178.61
(Medical prescriber)	(telephone)	

Summary Plan to Upgrade the Library Phone System

In March of this year town IT Coordinator Eric Bundy came to the library with a representative from Carousel Industries, the vendor the town used for a phone system upgrade at other town buildings. Our phone system is as old as the building – 18 years old now. Our phones are obsolete, they have no voicemail capability, and our phone patch panel is very out of date also and can fail at any moment (I was told). Eric recommends upgrading our system. The quote I received from Carousel Industries (see attached) is \$10,441.00 for the entire upgrade.

Lisa Baxter has suggested that we transfer funds from any lines with surpluses (including salary lines) into Capital Equipment in order to cover most of the cost of the upgrade, and to encumber those funds so that the upgrade can be done after July 1, 2019.

Recommended Transfers for Phone System:

Transfer the following line amounts into 20-440-7410 Capital Equipment:

20-440-1004 – Clerical Part Time - \$5760.00
20-440-1184 – Salaries -\$400.00
20-440-2015 – FICA -\$470.00
20-440-2111- Longevity -\$262.00
20-440-3805 - Continuing Education - \$240.00
20-440-5800 - Books \$1000.00
20-440-5100 – Office Supplies \$25.00
20-440-8255 – Library Programs \$39.00

Grand Total of Transfers to Capital Equipment - \$8,196.00

The outstanding balance of \$2245.00 for the project will be paid out of the next fiscal year budget, FY 2019-2020.

Submitted to the Stafford Library Board on June 13, 2019.

Christopher Frank
Library Director